**POSITION DESCRIPTION**

Title:  Associate Chair, Promotions Committee

Time Allocation:  0.05 FTE

Term of Service:  Five (5) years, renewable for a second 5-year term

**FUNCTION OF POSITION:**

Work with Promotions Committee Chair to provide leadership to the promotions committee and support division heads and faculty in expectations and timing for promotions

**OVERALL RESPONSIBILITIES AND EXPECTATIONS:**

* Participate in Pediatrics Promotions Committee Meetings
* Provide education and support to committee members about roles and responsibilities
* Provide education to division heads and faculty about the promotions process
* Assist Chair in reviewing all CV’s for content prior to dissemination to Promotions Committee Members for Review
* Meet with individual faculty members when asked to discuss opportunities and successes related to promotions criteria as well as timing of promotion.
* Assist Chair in reviewing all communications from Academic HR to division heads and faculty as they relate to promotion – This includes promotions committee summaries
* If Chair is unavailable, discuss recommendations regarding promotion at voting faculty meetings
* Assist Chair in communicating updates and changes to promotion guidelines to division heads and faculty
* Collaborates with Academic HR team to assure seamless processes and the support of faculty in the promotion process.

**REPORTING STRUCTURE AND KEY INTERFACE RELATIONSHIPS**

**Reports to:**  Chair of Promotions Committee and Vice Chair for Faculty and Academic Affairs

**Key relationships/partnerships:**

* Vice Chair of Education
* Vice Chair for Faculty Development
* Vice Chair of Equity, Diversity and Inclusion
* Executive Committee, Department of Pediatrics
* SCRI Center Directors
* Faculty affairs administrative business group

**Examples of Meetings to Attend:**

* UW Dept of Pediatrics Quarterly Executive Council
* UW Department of Pediatrics Leadership meetings
* Department Promotion Committee meetings
* Meetings of faculty to discuss and vote on promotions
* Other Department meetings